

ECOC Policies Agreement/Emergency Contact Info

Please Read, Sign & Date – this form is necessary for us to process your Reservation Request

I/WE understand and agree that:

- 1) Accommodations at the ECOC are 'community living' and I/we will do our part to help keep the kitchens clean, neat and orderly. We will also leave our room neat and clean upon our departure to help keep ECOC rates affordable. Room and kitchen *assignment may change*. Guests who do not clean their accommodations will be charged a cleaning fee, due upon receipt.
- 2) I/we understand that gate passes and parking passes are not included in the cost of the ECOC rental. I will purchase the necessary gate (& parking, if needed) passes for the duration of our stay prior to checking in.
- 3) Smoking or vaping of any kind, illegal drugs, and candles are **not** permitted in or around the Shaw House, the Bird-Werner House or the Westervelt House.
- 4) Wine may be consumed in the kitchens of the Shaw House, Bird-Werner House and Westervelt House, but not on the porches or in the rooms.
- 5) I/we will inform the REGISTRAR immediately if I/we decide to cancel or reschedule my/our reservation.
- 6) I and any person named in our Reservation Request is capable of self-preservation, physically and mentally, to be in residence and capable of evacuating the building without the use of an elevator.
- 7) I and any person named in our Reservation Request can function independently or with a minimum of assistance provided by an accompanying caregiver. This means *I am able to perform the six Activities of Daily Living*: eating, bathing, dressing, toileting, transferring (walking) and continence.
- 8) I/we agree to abide by all the policies and procedures set forth on the ECOC website including any change in guidelines subsequently posted.

Signature _____

Date _____

Signature _____

Date _____

EMERGENCY CONTACT #1

Name: _____

Phone #: _____

EMERGENCY CONTACT #2

Name: _____

Phone #: _____